



# National Wildfire Coordinating Group

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## National Incident Management Organization

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### Implementation Task Group

#### Progress Report

July 29, 2005

#### **Introduction:**

On April 11, 2005 the National Wildfire Coordinating Group (NWCG) chartered an Implementation Task Group to develop an implementation plan for the National Incident Management Organization (NIMO) as well as addressing the two “imperative actions” and 9 recommendations from the NIMO study. A final report will be delivered to NWCG at their October 2005 meeting.

The Task Group has been formed and has met three times; May 10<sup>th</sup> – 12<sup>th</sup>, June 28<sup>th</sup> - 30<sup>th</sup> and July 26<sup>th</sup>-28<sup>th</sup>. Three additional meetings are scheduled.

The members of the task group are:

Greg Greenhoe, USDA Forest Service, co-chair  
Sue Husari, DOI National Park Service, co-chair  
Sean Cross, DOI Bureau of Land Management  
Cory Winnie, DOI Bureau of Indian Affairs  
Rod Bloms, DOI Fish and Wildlife Service  
Rich Homann, Colorado State Forest Service, NASF  
Fred Bird, DOI Office of Wildland Fire Coordination  
Liz Kinney, USDA Forest Service, Incident Business Mgt. Specialist  
Stan Benes, USDA Forest Service, Line Officer Representative  
Sandy Tripp, DOI Bureau of Land Management, Human Resource Specialist  
Mike Lohrey, USDA Forest Service, National IC/AC Representative  
Rose Davis, USDA Forest Service, NIFC Public Affairs Specialist  
Steve Cornell, USDA Forest Service, Union Representative  
Edy Williams-Rhodes, DOI National Park Service, NWCG Representative  
Nelson Siefkin, DOI National Park Service, Writer/Editor

## **Current Progress:**

A web-site has been established for the dissemination of information and to allow managers to monitor the progress of the task group. The web-address is:

[www.nifc.gov/nimo](http://www.nifc.gov/nimo)

The group has also developed a business plan which will guide them through the completion of this project. The business plan, NWCG Charter and other background materials can be found on the NIMO web-page.

The group has developed a format for the final report back to NWCG. The report outline is as follows:

### *Executive Summary*

- I. Introduction*
- II. Future Desired Condition*
- III. NIMO Study Recommendations (items 1-9)*
  - a) Recommendation (from NIMO Study)*
  - b) Discussion*
  - c) Action*
  - d) Responsible individual(s)*
  - e) Due Date*
- IV. Imperative Actions (feasibility and Nat'l Fire Plan)*
  - a) Discussion*
  - b) Recommendation/finding*
- V. NIMO Organization Implementation Plan*
  - a) Proposed organization*
  - b) Chain of command*
  - c) Implementation phasing*
  - d) Team locations and Support*
  - e) Proposed NIMO Budget*
  - f) Staffing method, agency etc.*
  - g) Position Descriptions*
  - h) NIMO Pilot Evaluation*
  - i) Roles and Responsibilities, program of work*
- VI. Appendix*
  - Action Plan Matrix*
  - Plan of Action, detailed with timeline*
  - Communication Plan*
  - Bibliography*
  - Position Descriptions*

The “Philosophical Pathways” paper which was developed by Sue Husari, discusses a future vision and implementation strategy for the NIMO organization. The group has also developed a visual model for this future organization. This document and model has been sent to the writer/editor. This will be chapter II of the final report.

Discussed draft write-up on the relationship of a future NIMO organization and Nat’l Fire Plan Goals. This is one of the Imperative Actions which will be included in the final report as Chapter IV. Sue Husari has the lead. Document is in the final stages.

A draft NIMO organization implementation write-up has been developed and reviewed by the group. This draft will become chapter V of the final report. The implementation team agreed to a format for staffing, FTE assignment, chain of command, logistical support, team locations and phase-in plan. This draft document has been sent to the writer/editor who is in the process of editing.

The task group has discussed support costs at each of the various IMT locations. Seem to be averaging around \$10,000 per person per year. This information will be included in the NIMO budget request as part of chapter V.

The Task Group discussed NIMO budget estimate that Liz Kinney developed. Very close to the budget developed in the original NIMO study. This work will be included in chapter V. Liz has added locality pay for each team location. This will add around \$1.2MM per year to the original budget estimate. Group will make a recommendation that the funding for the NIMO organization come from the suppression/emergency management account since that is the primary purpose of this organization.

The task group has started reviewing draft command and general staff position descriptions for the NIMO organization. PDs for Planning Section Chief, Operations Section Chief, Logistics Section Chief have been written and reviewed by SMEs. The Information Officer and Finance/Administration Section Chief PDs are out for technical review. Fred will be drafting the Safety Officer PD next week then on to the IC PD. Group members discussed grade, series and types of staffing options. The group agreed that the pilot PDs must be in a series that will maximize the number of candidates especially from State and local cooperators. The actual PDs will be included in the appendix of the final report.

The Task Group discussed the feasibility of staffing and supporting the NIMO organization from a single human resource shop with one announcement for vacant positions. This will require a delegation of authority to accomplish from each agency/bureau.

Rose Davis is working on the communication plan for the roll out of the implementation plan. She will also review PIO Position Description.

## **The 9 Recommendations from the Original NIMO Study:**

The task group was tasked with developing an action plan for the 9 recommendation that were developed in the original NIMO study. The group has divided up the 9 recommendations and assigned task group members to be “custodians”. These individuals will research what work is currently underway or has been accomplished and what work needs to be done or assigned in the future.

**Recommendation #1 – Improved Capacity and Capability:** Write-up complete. The task group will make a recommendation that all line officers have a target for supplying a certain percentage of their organization for emergency management work. And employees have a statement in their PDs. Financial incentives will also be part of this strategy. Draft has been delivered to the writer/editor. This discussion and recommendation will be part of Chapter III. Stan Benes is the custodian.

**Recommendation #2 - Increase Type III Organizations:** Sue Husari summarized information on the Type III organizational efforts in the various geographic areas as well as within the national efforts of FEMA and the National Fire Academy. Final write-up and actions will be Chapter III of the final report. This write-up has been delivered to the writer-editor. Sue Husari is the custodian.

**Recommendation #3 – Training:** The task group reviewed the training recommendation write-up. This is in response to recommendation #3 from the NIMO study. This write-up is based on work already delegated to the Training Working Team and future work that the NIMO organization can accomplish. Greg Greenhoe is the custodian. Draft document has been forwarded to the writer/editor.

**Recommendation #4 – NMAC IMT Management:** The Task Group discussed draft write-up on NMAC IMT Management. Proposal will be included in future vision write-up in chapter II and in chapter III. Sean Cross is the custodian. Sean will be working on this with Tom Boatner and Alice Forbes concerning NMAC.

**Recommendation #5 – Legal Authorities:** Discussed and completed the legal authorities draft write-up. Liz shared the two USDA OGC opinions. This information will be included in chapter V and chapter III as part of the justification for using state and local employees in the NIMO organization and other IMTs. Will also make a recommendation to continue the push to get new legislation. Liz Kinney is the custodian.

**Recommendation #6 – Non-traditional partnerships:** Discussed the contents of a draft write-up on non-traditional partnerships. Some work is already being accomplished by various geographic areas. This work will be part of the roles and responsibilities of the future NIMO organization. Will place this write-up in Chapters III and IV. Rich Homann is the custodian. Rich will have a draft write-up out for review the first week of August.

**Recommendation #7 – Improved Hiring Authority:** The task group drafted and discussed the write-up on Improved Hiring Authority. FEMA’s Disaster Assistance Employee pay plan is based on the same “Administratively Determined” hiring authority as our AD pay plan. Formulating a recommendation/action item to develop an emergency overhead pay plan for the wildland agencies mirrored after the FEMA DAE pay plan. This action will be in chapter III of the final report. Liz & Sandy are the custodians.

**Recommendation #8 – Standardized Contracts:** Discussed work that is now being done to standardize contracts and what kind of work would be inherently governmental. Actions will be in Chapter III. Cory Winnie and Rod Bloms are the custodians.

**Recommendation #9 – Complex Incident Management:** Information on “mega-fire management”. Edy has made contact with the group but nothing written yet. Any new policies will be included in Chapter III and in roles and responsibilities for the NIMO Organization. Edy Williams-Rhodes is the custodian. Mega fire group meeting soon.

Target Dates for Reports:

First Draft NIMO Implementation Plan to NWCG – September 16, 2005

Final Draft NIMO Implementation Plan to NWCG – October 1, 2005

Final Report Presented to NWCG – October 20, 2005